BACON ACADEMY

Founded in 1803

Colchester Public Schools

From its proud history and rich tradition, Bacon Academy promotes a family-like partnership of students, staff, parents, and community. The Academy fosters a strong foundation for learning; provides comprehensive, rigorous academics; and nurtures personal growth, integrity and respect for all.

To: Colchester Board of Education

From: Matthew Peel, Principal, Bacon Academy

Re: Disposal of old materials

Date: February 23rd, 2021

This memo is a request for approval to dispose of some old materials/furniture that are no longer needed at Bacon Academy.

The first item(s) we are requesting to dispose of are four graphing calculators that have seen the end of their life and no longer work.

The second request is a rolling request with a finite boundary. We are requesting permission to discard various antiquated furniture pieces from the Library Media Center (LMC). These items could include study carrels, large and small bookshelves, old tables or chairs, or other pieces that we no longer need as we continue to update our LMC to turn it into a flexible space with more usable square footage to meet the changing needs of our school and community. Over the past year, we have been working hard to weed out antiquated books and reduce the amount of needed furniture. Moving forward, we will be focusing on purchasing new furniture that is more modern and meets the flexible needs of the space. As we are able to purchase new furniture, there will be a need to get rid of pieces that are broken, immobile, or unneeded. We wouldn't discard any pieces unless we found no use for them anywhere else in the building as well.

Thank you for considering these requests, and please let me know if you have any questions.